Stone (E)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/06/22	Prepared by	Ramya	Serial no.	4828
Supplier name	Green belt services			HO inward no.	
Firm/Company	MRP LLP	Project	NGH	HO received date	
PO/WO date	30/03/22	PO/WO No.	86900	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	112	10/05/22	21,200/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,490/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	106770	Proof of delivery matches MRN	☑ Yes □ No

Amount B – Other Credits : Transportation charges	Transport char	3,500 + 210
Amount C – Other Debits :		—
Amount D (D–A+B-C) – Amount to be credited to the supplier:		21,200/-
Amount E – PO / WO value:		17,490
Amount F – Difference (A – E):		3710
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received	
Close PO / WO	☑ Yes □ No – wait for balance material □ Other	
Payment – due date	13/06/22	
Remarks:	Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	Prabhakar			
Sign:	R	[signature]			
Date	04/06/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

GSTIN :36AAUFG2910P1ZT **INVOICE** Cell : 8897895924

Composite Scheme

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING,CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. MODi Reality pocharam LLP (N GH)

Sl.No. 112 Date: 10/05/2022

D.C.No. 113 Date :

P.O.No. 86900 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpetgrass	1650 sft	-	21,200	00
			TOTAL	21,200	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94253 Date: 10/5 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twenty one Thousand two Hundred only.

For GREEN BELT SERVICES

Authorised Signatory

1 Carpetgrass. – 1650x10 = 16500

2 Transport – 3500

20,000

3 Gst 6% – 1200

Total. 21.200

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86900	PO date:	30/8/22	Req. no.:	181900	Advice Scan ID	
MRN nos. related to PO							

☐	Part material received.
☑	Full material received.
☐	Material not received.
☐	Close PO – Balance material will be re-ordered by new requisition.
☐	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☐	Keep PO open. Material required.
☐	Keep PO open. Work under progress.
Remarks by engineer:	

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Shanivans	[signature]	9/5/22	G. Vijay Raj	[signature]	9/5/22

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Karan. D	[signature]	13/5/22			

Advice by MD - action to be taken by purchase:			
☑	Get certified bill from supplier (not original).		
☑	Prepare bill in SSLLP for material supplied.		
☑	Get proof of delivery from site.		
☑	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date
	[signature]	

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-05-2022 11:31:21 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	86900	181900
	Doc Date	30-03-2022	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	30-03-2022	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6016 - Miscellaneous - Carpet Grass - NA - sft	1,650.00	10.00	0.00	6.00	17,490.00
					Total Order Value . . .	**17,490.00**

Rupees : Seventeen Thousand Four Hundred Ninty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Nilgiri Heights pocharam Phone. 9849497484
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Footpath at North side compound wall and near main gate entrance arch purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: P. Larap
Sign:
Date: 3/6/2

For ***Modi Realty Pocharam LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________ Name : ____________ Date : __/__/____

GSTIN :36AAUFG2910P1ZT

Composite Scheme

DELIVERY CHALLAN

Cell : 8897895924

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING,CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. MODi Reality pocharam LLP

(NGH.)

D.C.No. 113 Date: 05/05/2022

P.O.No 86900 Date: ....

S.No.	PARTICULARS	QUANTITY
1	Carpet grass —	1650.sft
2	Transport Extra —	

SUMMIT SALES LLP R.R. DIST. INWARD No.: 80368 Date: 6/6/22 Sign: L

13:25 INWARD
Inward No: 11239 Dt: 5/05/22
MRN No: 10677 Dt: 5/5/22
Received By: Bhola Sign:
NILGIRI HEIGHTS

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory

Requisition Form

Company Name:	Modi Realty Pocharam LLP	Date:	30-03-2022
Site & Phase :	Niligiri Heights	Time:	11:52
Supplier:		Req. No.	181900
0Material required before date: urgent		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	**Carpet grass**	**STD**	1650	Sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: for Footpath purpose at north side compound wall and nearn main gate entrance arch.

Prepared By	S.Sharvani	Approved by	
Sign.& Date	30.03.22	Sign. & Date	

APPROVED
07 JUN 2022
P. PRABHAKAR
MANAGER

Note: On receipt of material at site write inward number and date in last 2 columns.